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**Supervision and Evaluation of Graduate Assistants**

Graduate Teaching Assistants (GTA), Graduate Staff Assistants (GSA), and Graduate Research Assistants (GRA) shall be assigned by the content area heads and/or the graduate coordinator to specific faculty who will be responsible for direct supervision and evaluation according to criteria below:

**Supervision of Graduate Assistants: GTA (both Direct Instruct and Indirect Instruct), GSA and GRA**

Because of the importance of (1) faculty responsibility for curriculum content and program success; (2) the quality of work assigned to Graduate Assistants; and (3) the guided teaching and performance experience in the training of assistantships, it is necessary that direct faculty supervision be assigned. Supervising faculty shall be responsible for:

1. *Careful orientation* of the graduate assistant (early in the fall semester) to the school program and the expectations pertaining to his/her assignment.
2. preferred modes of instruction, performance or work methods
3. preferred behavior, dress, mannerisms, etc. as pertains to their specific duties
4. Graduate Assistant as a representative of the faculty, the school program and the College of Fine Arts.
5. *Regular consultation* (at least twice per month) with the Graduate Assistant regarding progress and/or problems with their duties.
6. initiated by the instructor
7. definite schedule, established in advance.
8. *Approval of all grades* assigned by the GTA – Direct Instruct. (Faculty supervisor discusses and approves.)
9. GTA supplies faculty supervisor with recommended grades
10. faculty supervisor completes the actual grade report and forwards it to the enrollment office per instructions. (Only if this is the agreed upon method for grade reporting.)

Individual faculty may wish to incorporate more specific or personal techniques into the supervision process, but these steps should be accounted for in all cases.

**Evaluation of Graduate Assistants: GTA- both Direct Instruct and Indirect Instruct, GSA and GRA**

1. *Informal evaluation* and exchange of ideas between faculty and assistants should be an on-going process. It is at this level that the apprenticeship process with which the Graduate Assistant is involved is most effective and makes greatest sense.
2. *Formal evaluation* of the Graduate Assistant by his/her faculty supervisor will take place once each semester according to the form supplied by the Director of Student Services for the College of Fine Arts. Faculty supervisors should complete the form, add personal evaluatory comments and techniques as appropriate, and return the form promptly to the Dean’s Office. The evaluation should be discussed with the GTA/GSA or GRA in order that he/she may derive direct benefit from such guidance and to establish the grounds for needed change and further evaluation.



Graduate Assistant Evaluation

CONFIDENTIAL

Graduate Assistant \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ my*WSU* ID \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Evaluation Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**\*\*\* Evaluation due date is either the last Tuesday in November or in April. Graduate Assistantship hiring ePAFs will not be generated for the next semester until an evaluation has been completed and turned into the Director of Student Services for the College of Fine Arts. \*\*\***

*Fill in and comment as applicable:*

1. Classroom teaching assignment: Yes\_\_\_\_\_\_\_ (Primary) No\_\_\_\_\_\_\_
2. Subject and level: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
3. Qualitative assessment: Circle the appropriate response

4=Exceeds expectations 3=Meets expectations

2= Short of Expectations 1=Did not meet expectations

1. Evaluative comments (strengths, deficiencies, suggested improvements, etc.)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Classroom teaching assignment: Yes\_\_\_\_\_\_\_ (Secondary) No\_\_\_\_\_\_\_

1. Subject and level: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. Qualitative assessment: Circle the appropriate response

4=Exceeds expectations 3=Meets expectations

2= Short of Expectations 1=Did not meet expectations

1. Evaluative comments (strengths, deficiencies, suggested improvements, etc.)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Private applied teaching assignment: Yes\_\_\_\_\_\_\_ No\_\_\_\_\_\_\_
2. Applied area(s) and level(s): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
3. No. students: Fr.\_\_\_\_ So.\_\_\_\_ Jr.\_\_\_\_ Sr.\_\_\_\_ Gr.\_\_\_\_
4. Qualitative assessment: Circle the appropriate response

4=Exceeds expectations 3=Meets expectations

2= Short of Expectations 1=Did not meet expectations

1. Evaluative comments (strengths, dependability, deficiencies, suggested improvements, etc.)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Administrative, clerical or facility assignment: Yes\_\_\_\_\_\_\_ No\_\_\_\_\_\_\_
2. Nature of tasks assigned: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Qualitative Assessment: Circle the appropriate response

4=Exceeds expectations 3=Meets expectations

2= Short of Expectations 1=Did not meet expectations

1. Evaluative comments: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Performance assignment: Yes\_\_\_\_\_\_\_ No\_\_\_\_\_\_\_

1. Nature of performance required: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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2. Qualitative Assessment: Circle the appropriate response

4=Exceeds expectations 3=Meets expectations

2= Short of Expectations 1=Did not meet expectations

3. Evaluative comments: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Supervising Faculty \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Printed name Signature

Graduate Coordinator \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Printed name Signature

Director of Student Services \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Printed name Signature

\_\_\_\_\_ I have reviewed this report and have been given the opportunity to discuss it with the reviewer.

\_\_\_\_\_ I have reviewed this report and have been given the opportunity to discuss it with the reviewer, and have attached a written response to this review.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of Graduate Assistant Date